

UNITED STATES DISTRICT COURT  
DISTRICT OF CONNECTICUT  
141 CHURCH STREET  
NEW HAVEN, CONNECTICUT 06510  
(203) 773-2140

KEVIN F. ROWE  
CLERK

VICTORIA C. MINOR  
CHIEF DEPUTY CLERK

LORIA A. INFERRERA  
DEPUTY IN CHARGE

**INSTRUCTIONS FOR DEATH PENALTY CASE VOUCHERS AND WORKSHEETS  
FOR EXPERTS AND OTHER PROVIDERS**

When we enter your vouchers into the nationwide CJA system, before payment can be certified, each category of compensation and expenses must contain an accurate accounting of the claim for reimbursement. We cannot enter your vouchers without this information. To make this process run as smoothly as possible, it would be appreciated if you would complete your vouchers in the following manner:

1. Carefully review the instructions which should have accompanied your CJA 31 form. If you did not receive instructions, please contact the attorney, the clerk's office, or go to the court's website at [www.ctd.uscourts.gov](http://www.ctd.uscourts.gov) for this information.
2. Please make several photocopies of the voucher before you begin filling in a claim. The photocopies may be submitted as interim vouchers as long as they contain original signatures, preferably in blue ink. When you are submitting your final claim, the original CJA 31 may be submitted at that time.
3. The attorney must sign in Blocks 11 and 18; a lack of either signature will prevent the voucher from being processed.
4. Only mileage and parking should be placed in Block 16b. For the most current mileage rates, please check with the clerk's office or check the court's website.
5. All other expenses (such as copy costs, postage, toll calls) should be entered in Block 16c.
6. Block 17 should be completed with the certification period and whether or not the claim is an interim or final payment.
7. Interim payments will have the compensation reduced by one-third so immediate payment may be made. When your final claim is received and noted as "final," the one-third previously withheld will be released upon payment.
8. Block 17 must be completed or the voucher will be returned unprocessed. **PLEASE SUPPLY AN EMPLOYER TAX I.D. NUMBER AND YOUR PERSONAL SOCIAL SECURITY NUMBER WHICH IS USED AS A UNIQUE IDENTIFIER.** Failure to supply both numbers will delay your payment.

Completing your vouchers in this manner will make it easier for us to audit them and get them certified for payment. Please make as many copies of the worksheets as are necessary for you to attach to your vouchers. If you have any questions or difficulties, please call Victoria C. Minor, Chief Deputy Clerk, in New Haven at (203) 773-2140. Thank you for your assistance and cooperation.